Work Hours Record

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Work Hours Summary

Language	Work Hours
English	[Insert Hours]
Spanish	[Insert Hours]
French	[Insert Hours]
German	[Insert Hours]
Other	[Insert Hours]

Total Work Hours: [Insert Total Hours]

Prepared by: [Insert Your Name]

Position: [Insert Your Position]

Signature: _____